Okanogan Conservation District
1251 S. Second Ave, Room 102 Okanogan, WA 98840

Position Description

Title: **Conservation Planner**

Introduction

The duties of the person in this position will be to work proactively with private landowners, District staff, and agencies to develop and implement conservation plans, coordinate grant activities, provide project administrative duties as needed, and, when called upon, to conduct educational activities related to the improvement of wildlife habitat on private lands.

Essential Duties & Responsibilities

1. Develop custom resource management plans for cooperators using their goals, existing resources, and addressing known natural resource concerns.
2. Collect soil, water, plant, and other natural resource samples as project requirements dictate and conduct necessary analyses of natural resource data.
3. Independently plan, organize, and coordinate the implementation of natural resource enhancement projects.
4. Provide technical services, advice, and information to private landowners and land managers to improve natural resource condition in a voluntary manner.
5. Work cooperatively with landowners and coordinating agencies to effectively implement assigned grant program requirements.
6. Communicate project activities to co-workers, granting agencies, Board, project partners, and the community.
7. Write grant and project funding applications as well as assist with contract negotiation and administration.
8. Enhance public awareness and knowledge of the value of healthy natural resources, and the need to maintain diverse, productive, and sustainable watersheds, as part of the District's overall education and outreach program.
9. Coordinates report writing, including quarterly and final grant reports for assigned projects.
10. Provides general technical assistance and information as needed to the public.
11. May periodically be called upon to supervise staff and/or volunteers.

12. Assists with monthly grant vouchers for project related activity.
13. Performs other duties as assigned by supervisor.
14. All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Okanogan Conservation District.

Supervision

The incumbent of this position is under the direct supervision of the District Manager. Additional assignments are given by other members of the District staff. Conflicts in assignments will be resolved by the District Manager. The incumbent of this position may temporarily supervise other employees as assigned by the District Manager or Board of Supervisors.

Required Knowledge & Skills

1. Bachelor's degree with the major course work in agricultural sciences, soils, water quality, biology, general natural sciences, environmental sciences, wildlife management, natural resource management, engineering or a related discipline.
2. The incumbent must possess, or earn via training, and maintain a valid Level 3 (or higher) Conservation Planning certification from the USDA Natural Resources Conservation Service. Equivalent planning certification may be considered on a case by case basis by the OCD Board of Supervisors.
3. Knowledge of natural resource conditions and concerns in Okanogan County.
4. Knowledge of a broad range of soil and water conservation principles, techniques, methods and practices to apply and install conservation systems, which involve complex and diverse land uses.
5. Ability to import data, analyze data sets, and develop maps and other graphical depictions of conservation values and plans using ArcGIS.
6. Must be able to effectively communicate verbally and in writing with a diversity of cooperators, co-workers, and others.
7. The incumbent must be self-motivated, able to work independently and in groups, work efficiently and honestly.
8. Must have demonstrable experience working positively and successfully with individuals one-on-one and in group settings.
9. Ability and desire to motivate individuals to adopt and implement resource management practices on their property. This may include educational speaking in front of public groups, organizations, or clubs, as well as one on one interaction.
10. Organizational, report and informational writing, and research skills are required.

11. Ability to coordinate multiple projects and timelines with flexible scheduling.
12. Computer literacy (word processing, spreadsheets, and database management) is required at an intermediate level or higher.
13. Ability to organize and plan own schedule of activities related to work goals set by the District Manager.
14. Ability to maintain accurate records regarding time-keeping and authorized expenses.
15. Ability to work closely, cooperatively, and in a non-confrontational manner with others in a public office environment.
16. Must be able to physically perform the tasks of the job in the field by traversing uneven ground in varied weather conditions and occasionally carrying up to 50 pounds of equipment and/or materials.
17. Must have, or be able to obtain, and maintain a valid Washington State Driver's License.

Preferred Knowledge & Skills

1. Knowledge and skill in water quality standards and criteria for watershed health, riparian restoration, and ecosystem function.
2. Knowledge and skills in livestock management, grazing practices, irrigation practices, and riparian management.
3. Knowledge and skill in riparian function and restoration processes to improve water quality and aquatic habitat.
4. Knowledge of local plant communities and ecology.
5. Knowledge and experience using Global Positioning System (GPS) devices to collect point, line, and area information and downloading data to a computer system for further analysis.
6. Experience developing, writing, and administering grant applications and projects funded by grants.
7. Knowledge and skill in surveying and identifying soils and/or hydrologic processes.
8. Ability to effectively use a variety of tools to collect, disseminate, and record natural resource data.

Compensation

This position's annual salary range is $35,360 – $45,760. This position may receive leave, medical, and retirement benefits as outlined in the employee appointment letter. Terms of compensation and benefits are set by the position appointment letter and may be amended at any time by the Board of Supervisors.